

Middle School Initiative

**PART I
COVER SHEET**

CAP 4 SEMESTER 1 WEEK 16

COURSE: Administrative Officer Leadership Laboratory, Achievement 10

LESSON TITLE: Achievement 10 Test

LENGTH OF LESSON: 50 Minutes

METHOD: Written

REFERENCE(S): *Leadership: 2000 and Beyond*, Volume II, Chapter 9

AUDIO/VISUAL AIDS/HANDOUTS/ACTIVITY MATERIAL(S):

1. CAPT 16-2, *Leadership: 2000 and Beyond Achievement Tests* for Vols I, II, III, with Answer Keys, Dec 93
2. CAPF 23, *Civil Air Patrol General Purpose Answer Sheet*
3. Pencil

COGNITIVE OBJECTIVE: N/A

COGNITIVE SAMPLES OF BEHAVIOR: N/A

AFFECTIVE OBJECTIVE: N/A

AFFECTIVE SAMPLES OF BEHAVIOR: N/A

Middle School Initiative**PART II
TEACHING PLAN****Introduction**

ATTENTION: Today, you will be tested on the Administrative Officer Achievement, Chapter 9, *Leadership: 2000 and Beyond*.

MOTIVATION: What you have learned and practiced will follow you throughout your years in school and your tenure in the Civil Air Patrol program. You have learned and will continue to learn. Every day is a learning experience.

OVERVIEW: During this period, you will be administered the Administrative Officer Achievement examination.

TRANSITION: Once you have completed the written portion of your examination, turn in the test and answer sheet and leave the room, but stay in the immediate area.

Body

MP 1 The instructor will issue each cadet a numbered copy of the Administrative Officer Leadership Laboratory test along with an answer sheet (CAPF 23). The cadets will be instructed to fill in the answer sheet as follows: In box 1, Last Name, First Name, MI; box 2, CAP Grade; box 3, CAP Serial Number; box 4, CAP Unit Charter Number; box 5, Date that test is taken; box 8, Test Title (Administrative Officer Achievement). This is a closed-book test; therefore, no study materials may be present on the cadet's desk/table.

MP 2 Let the testing begin.

MP 3 Tests and answer sheets will be returned to the instructor by each cadet upon completion.

MP 4 The tests will be graded as soon as possible. The passing score is seventy (70) percent. The unit commander may allow the test to be corrected to one hundred (100) percent (CAPR 52-16, Paragraph 2-4d).

Conclusion

SUMMARY: N/A

REMOTIVATION: N/A

CLOSURE: The tests will be graded and the results will be posted as soon as possible. Have a nice day. Class is dismissed.

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**PART III
LESSON REVIEW**

LESSON OBJECTIVE(S): The objective of this lesson is for each cadet to be tested in all phases of the Administrative Officer Achievement.

LESSON QUESTIONS: Contained in test booklet, CAP Test 16-2.